

State of Indiana  
Division of Code Enforcement  
**RULE 13**  
**Conversion of Existing Buildings**

This rule provides for the economically efficient reuse of buildings and other structures and is administered by the State of Indiana Division of Code Enforcement. This rule also provides a means to evaluate the adequacy of fire and life safety systems in an existing building for a new use group or a division within a use group.

Some of the requirements under this rule are as follows:

- ☐ The total building floor area, excluding basements, does not exceed three thousand (3,000) square feet.
- ☐ The building does not exceed three (3) stories in height, excluding basements.
- ☐ Basements and third floor areas shall not be used by the public.
- ☐ The building occupant load shall not exceed the number permitted for new construction in the planned use group classification.
- ☐ The minimum width of stairways to be used by the public shall be thirty-six (36) inches.
- ☐ The new use group must meet the same requirements for exit width, arrangement of exits, illumination of exits, exit signs, and smoke detection as required for new construction.

- ☐ Floor loads shall not be in excess of thirty (30) pounds per square foot.
- ☐ A Group A-3 (restaurants, lodging etc.) shall have an occupant load of one hundred (100) or less, limited to the first floor level and having two (2) exits to a public way.

Prior to issuance of a State Design Release for conversion of a building under this rule, the State Building Commissioner shall have the structure inspected with regard to the existing condition and proposed construction or alterations.

(More information on this process can be obtained from the City of Greenwood Building Commissioner or from the State of Indiana Division of Code Enforcement.)



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**Conversion from**



**RESIDENTIAL**

**To**



**NON-  
RESIDENTIAL**

**Use**



As municipalities grow, traffic flow increases along main streets and thoroughfares. Because of this increase in traffic, residential properties located along those thoroughfares begin to be looked upon as having a potential to attract customers for businesses.

In some cases, business owners find it is profitable to purchase property and remove the existing residential structure, making way for a new modern business structure. In other cases, the existing structure may provide the opportunity for a successful business.

The City of Greenwood has recognized this need and has addressed it by allowing structures to be converted from residential to commercial, as long as certain conditions are met.

Some of these conditions are as follows:

- ❑ **The property has the proper zoning for the business use that is proposed.**
- ❑ **A Site Development Plan is approved by the Plan Commission.**
- ❑ **A local Building Permit is obtained for any required remodeling.**
- ❑ **A Rule 13 (conversion of existing building) is submitted to the State of Indiana.**

### **Proper Zoning**

Most businesses require a B1, C1 or C2 zoning.

- ❑ **B1 zoning is required for professional and office services.**
- ❑ **C1 zoning is required for neighborhood shopping, where the conducting of retail trade and personal services are performed and provided to the surrounding neighborhood.**
- ❑ **C2 zoning is required for tourist travel, such as restaurants, lodging, recreation and general business designed to service the traveling public.**

### **Site Development Plan**

Prior to converting the use of land from residential to commercial, the property shall be subject to Site Development Plan review and approval as prescribed in the Zoning Ordinance and the Stormwater Drainage and Sediment Control Ordinance.

A packet with the proper forms and a list of procedures may be obtained from the City of Greenwood Planning Department. An appointment should be made to consult with a member of the Planning staff to assist you during this procedure.

### **Local Building Permit**

An Improvement Location Permit shall be required for any work being done to a structure that would add to, move or structurally alter it.

Some of the items required to obtain a permit are as follows:

- ❑ **Application for an Improvement Location Permit.**
- ❑ **Plans drawn to scale showing the work being performed.**
- ❑ **Approval of Site Plan.**
- ❑ **Approval of Rule 13.**
- ❑ **Sewer Availability Fee paid.**

Inspection of work shall be performed by City of Greenwood Building Inspectors. It is the responsibility of the contractor or owner to call and arrange for inspections to be done. An appointment should be made with the City of Greenwood Building Commissioner or Building Inspector to help you through this process.

As Greenwood grows and property with residential structures along expanding thoroughfares continue to be inviting to small business owners, we hope to make the transition from residential to non-residential uses economical, yet keep a safe environment for the public.